



# Request for Boiler/Pressure Vessel Permit for Owner Installation, Alteration, or Repair

Department of Consumer and Business Services  
 Building Codes Division • Boiler Section  
 1535 Edgewater NW, Salem, Oregon  
 Mailing address: P.O. Box 14470, Salem, OR 97309-0404  
 503-373-7538 • Fax: 503-378-4101  
 Web: oregon.gov/bcd

Mail payment to:  
 DCBS – Fiscal Services  
 P.O. Box 14610  
 Salem, OR 97309-0445

DEPARTMENT USE ONLY	
Permit no.:	
<input type="checkbox"/> Accepted	<input type="checkbox"/> Denied
Date:	By:

APPLICANT INFORMATION			
Applicant's name:			
Address 1:		Address 2:	
City:		State:	ZIP:
Phone: - -	Fax: - -	Email:	
SITE/LOCATION INFORMATION			
Site name:		Phone:	
Address and vessel location:			
City:		ZIP:	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential
INSTALLATION, ALTERATION, OR REPAIR INFORMATION			
Check all that apply.			
Type of work: <input type="checkbox"/> Boiler <input type="checkbox"/> Pressure vessel		Job start date:	
<input type="checkbox"/> Install <input type="checkbox"/> Repair <input type="checkbox"/> Alter <input type="checkbox"/> Weld <input type="checkbox"/> Nonweld			
Description of vessel:		NB/State number:	
Size and length of piping:			
Describe nature of work (attach additional sheets, if necessary):			
Applicant's name (print):		Signature:	Date:

**Permit fees are nonrefundable.**

	Fiscal code		Surcharge code	Total each
<input type="checkbox"/> Boiler .....	\$175 70311/1195	plus 12% surcharge =	\$21 70311/1291	\$196.00
<input type="checkbox"/> Pressure vessel .....	\$125 70311/1195	plus 12% surcharge =	\$15 70311/1291	\$140.00
<input type="checkbox"/> Beverage service tank, over 5 cubic feet in volume ....	\$50 70311/1195	plus 12% surcharge =	\$6 70311/1291	\$56.00
<input type="checkbox"/> Investigative fee.....	\$ 70311/1195	plus 12% surcharge =	\$ 70311/1291	\$

**Permit fees are nonrefundable**

**Secure fax for credit card payments: 503-947-2333**

If paying by credit card, applicant must sign credit card information box.

**Make check or money order payable to Department of Consumer and Business Services. Do not send cash.**

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Phone: _____
Credit card number _____	Expiration date _____
Name of cardholder as shown on credit card _____	
Cardholder signature _____	\$ _____ Amount

<b>DCBS FISCAL USE ONLY</b>



## PERMIT REQUIREMENTS

If an installation, alteration, or repair will be performed by the owner of the boiler or pressure vessel or an employee of an owner, an installation permit is required only if a boiler or pressure vessel is located in a structure that is classified as an Educational Group "E" Occupancy, Institutional Group I-2 Occupancy, or has an occupant load greater than 100, as calculated in the Oregon Structural Specialty Code.

However, an installation permit is not required for a boiler or pressure vessel that is installed, altered, or repaired by its owner or an employee of its owner in a location that is staffed 24 hours a day, seven days a week, by individuals knowledgeable in the operation and maintenance of the boiler or pressure vessel.

In case of an emergency, a permit is not required in advance of boiler or pressure vessel installations or repairs, as long as a *Request for Boiler/Pressure Vessel Permit for Installation, Alteration, or Repair* is submitted to the Building Codes Division (BCD) BCD within five days after starting the emergency work. If there is a need for emergency work, you **MUST** notify the boiler permit technician immediately by phone at 503-373-7538. An emergency is defined as "an unplanned circumstance requiring immediate repair, installation, replacement, or shutdown because of risk to health, life, or property."

The acceptance of a permit application by BCD does not signify that the installation, repair, or alteration is approved. The authorized inspector must approve all installations, alterations, or repairs.

Installations, alterations, or repairs must be completed according to the Oregon Boiler Specialty Code.

Any boiler or pressure vessel that is installed, repaired, or altered without a license is considered an unauthorized installation, repair, or alteration – unsafe to operate until all code requirements have been met.

Violations of licensing requirements can result in the assessment of civil penalties of up to \$5,000 for each violation (ORS 480.670 and ORS 455.895).

**Questions:** Contact the boiler program at 503-373-7538 or email [BCD.boiler@oregon.gov](mailto:BCD.boiler@oregon.gov).